

JOB DESCRIPTION FOR CLERK TO THE RANDOLPH TOWN COUNCIL
Revised 11-10-2021

1. **Employment Status:** The position of Clerk to the Randolph Town Council (the “Clerk” or “Employee”) is an at-will position. The Employee shall be governed by the current edition of the Town of Randolph Employee Handbook and nothing in this Job Description shall alter the Employee’s at-will employment status as described in that Employee Handbook. Pursuant to the terms of the Employee Handbook, the Council Clerk is an appointed, non-union, non-civil service, regular part-time employee of the Town of Randolph. The Clerk is a non-exempt employee under the Federal Fair Labor Standards Act and the Clerk is paid on an hourly basis. The Clerk is considered a Confidential Employee of the Town.
2. **Work Schedule/Hours:** The regular schedule for the Clerk is 27 hours of work per week. Those hours will normally be worked in the Council Office on a schedule of 9am – 2pm on each weekday, with additional hours being worked on Thursday afternoons when agendas need to be posted. The Council Clerk will also be expected to work as reasonably requested at other times and at certain Council events, including bi-weekly Town Council meetings, which normally take place on two Monday evenings per month. The Town Council reserves the right to make reasonable changes to the employee’s regular work hours and schedule. In order to work more than 27 hours in any given week, the Council Clerk must receive prior authorization from the Council President or the Council President’s designee.
3. **Compensation:** The Employee’s hourly rate for each fiscal year will, normally, be set annually on July 1 for the ensuing fiscal year. The Employee shall be paid at the Employee’s regular hourly rate for all hours worked, unless the Employee works for more than 40 hours in a single week, in which case the Employee shall be paid at an overtime rate of 1.5 times the Employee’s normal hourly wage or as otherwise required by law.
4. **Benefits:** The Employee will receive benefits such as vacation leave, sick leave, personal leave, health insurance, bereavement and other benefits in accordance with the current edition of the Town of Randolph Employee Handbook.
5. **Appointing Authority:** Pursuant to the Town Charter: “The council president shall appoint...a clerk of the council...” The Council Clerk shall report to the Town Council President. The Council Clerk shall also be overseen on a day-to-day basis by the Town Manager. The Council Clerk may be terminated or removed from his/her position at the discretion of the Town Council, but only upon the affirmative vote of a majority of the full Town Council.
6. **Annual Review:** The Town Council President may conduct an annual review of the Council Clerk. Such review shall be conducted by the full Town Council upon the Employee’s request.

7. **Overview of Job Responsibilities:** The Council Clerk supports the Randolph Town Council as a whole and the 9 members individually relating to their official activities as Councilors. The Council Clerk will manage the Town Council Office. The Clerk will answer the phones, greet the public, send and receive Council correspondence (paper and email), communicate with all Councilors concerning correspondence and messages received and keep accurate records of the business of the Town Council. The Council Clerk shall perform such other related duties as reasonably directed.

The Clerk will administer the Town Council meeting agendas, draft Council Orders, record any amendments to Council Orders, circulate meeting information and other information to the Councilors, attend Town Council meetings, attend Council subcommittee meetings and other Town meetings when reasonably requested, keep the minutes of meetings, create certificates of Council votes, keep all records of the meetings, give proper notice of public hearings and meetings to the Councilors and the public, forward meeting notices to the Town Clerk, process special permit applications, receive and process citizen petitions, mail, publish and post required legal notices, function as the liaison between the Council and all Town Departments as requested by the Council, and perform other such related duties as reasonably directed.

Minutes of all Council meetings must be placed on file in the office of the Town Clerk where they will be available for public inspection upon request. Minutes for executive sessions shall be made available based on Massachusetts general law.

The Clerk shall, whenever requested by the presiding officer at a Council meeting, read such ordinances, orders, resolutions, petitions, or other papers as may be presented for the information of the Town Council. In the absence of the Clerk, the Town Council shall choose a Clerk Pro Tempore who shall be sworn to the faithful performance of his or her duties.

Pursuant to the Procedures Manual of the Town Council of the Town of Randolph, the Clerk of the Council shall be responsible for the maintenance of all policies and procedures, for updating the Procedures Manual of the Town Council with new and amended policies, and for ensuring that copies of the Council's policies and procedures are distributed to newly elected Council members. Copies of the Procedures Manual of the Town Council shall be made available to the public at the Office of the Town Clerk.

This position is considered a "Confidential Employee" position and is a position of significant trust and responsibility.

The Council Clerk should have strong clerical, public relations, communication, research and computer skills and the ability to work independently and with minimum supervision.

The physical environment for this position is an office setting, including public meeting rooms in a government office building. The Council Clerk routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Much of the work will involve sitting at a desk or at a meeting table. The Clerk may also occasionally be called upon to help set up meeting computers, tables and equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is often required to sit and to use his or her hands and fingers to handle office items and to type on the computer, especially for the taking of meeting minutes.

The duties of the Council Clerk are described in greater detail in the Town Charter and in the Procedures Manual of the Town Council of the Town of Randolph.